

Norman County

COVID-19 Preparedness Plan instructions

Executive Order 20-40, issued by Gov. Tim Walz on April 23, 2020, requires each business in operation during the peacetime emergency establish a “COVID-19 Preparedness Plan.”

A business’s COVID-19 Preparedness Plan shall establish and explain the necessary policies, practices and conditions to meet the Centers for Disease Control and Prevention (CDC) and Minnesota Department of Health (MDH) guidelines for COVID-19 and federal Occupational Safety and Health Administration (OSHA) standards related to employee exposure to COVID-19. The plan should have the strong commitment of management and be developed and implemented with the participation of employees. The Minnesota Department of Labor and Industry, in consultation with MDH, has the authority to determine whether a plan is adequate.

The COVID-19 Preparedness Plan must include and describe how your business will implement at a minimum the following:

1. infection prevention measures;
2. prompt identification and isolation of sick persons;
3. engineering and administrative controls for social distancing;
4. housekeeping, including cleaning, disinfecting and decontamination;
5. communications and training for Department Heads and employees necessary to implement the plan; and
6. provision of management and supervision necessary to ensure effective ongoing implementation of the plan.

COVID-19 Preparedness Plan for Norman County

Norman County is committed to providing a safe and healthy workplace for all our employees. To ensure that, we have developed the following Preparedness Plan in response to the COVID-19 pandemic.

Department Heads and employees are all responsible for implementing this plan. Our goal is to mitigate the potential for transmission of COVID-19 in our workplaces, and that requires full cooperation among employees and management. Only through this cooperative effort can we establish and maintain the safety and health of our employees and workplaces.

We will continue to follow public health guidance for infection mitigation. As such we will continue to encourage staff who are able to work remotely, to conduct business as much as possible electronically and to arrange work schedules to allow for social distancing. We will encourage the public to access county services remotely, and to make appointments for face to face services as necessary.

Management and employees are responsible for implementing and complying with all aspects of this Preparedness Plan. Norman County Department Heads and supervisors have our full support in enforcing the provisions of this implementation strategy.

Our employees are our most important assets. We are serious about employee safety and health. We are seeking employee involvement in implementing a successful COVID-19 Preparedness Plan. We encourage employee concerns or suggestions, either in person or by e-mail. Any of those concerns will be followed up on immediately and feed into the maintaining of the preparedness plan. Our Preparedness Plan follows Centers for Disease Control and Prevention (CDC) and Minnesota Department of Health (MDH) guidelines and federal OSHA standards related to COVID-19.

Screening and best practices for employees exhibiting signs and symptoms of COVID-19

Employees have been informed of and encouraged to self-monitor for signs and symptoms of COVID-19. The following best practices are being implemented to assess employees' health status prior to entering the workplace and for employees to report when they are sick or experiencing symptoms. Employees that are demonstrating a fever, cough, shortness of breath, chills, headache, muscle pain, sore throat, or loss of taste or smell, are asked not to report to work. They will be encouraged to seek medical advice and COVID-19 screening.

Employees who are sick, test positive, or have been exposed to a known case of COVID-19 should follow current guidelines for testing, self-quarantine and contact tracing prior to returning to work. It is important to keep supervisors apprised of any illness or exposure.

Handwashing

Basic infection prevention measures are being maintained at our workplaces at all times. Employees are instructed to wash their hands for at least 20 seconds with soap and water frequently throughout the day, but especially at the beginning and end of their shift, prior to any mealtimes and after using the restroom. Some workplaces may have hand-sanitizer dispensers (that use sanitizers of greater than 60% alcohol) that can be used for hand hygiene in place of soap and water, as long as hands are not visibly soiled. Hand sanitizers will be available to employees for use when soap and water are not available.

Employees are instructed to wash hands regularly. We have hand-washing instructions at every handwashing station in our facilities as a reminder to staff to wash their hands and inform them of the proper way to wash their hands.

Respiratory etiquette: Cover your cough or sneeze

Employees and visitors are being instructed to cover their mouth and nose with their sleeve or a tissue when coughing or sneezing and to avoid touching their face, in particular their mouth, nose and eyes, with their hands. They should dispose of tissues in the trash and wash or sanitize their hands immediately afterward. Respiratory etiquette will be demonstrated on posters and supported by making tissues and trash receptacles available to all employees and visitors.

- Employees: Encourage employees to wear cloth masks/covering when around anyone with less than six feet of spacing.
- Public: Encourage the public to wear a face mask/covering when six feet of spacing or less is

required with an employee.

- The County asks that all employees and the general public to self-monitor for symptoms.

Social distancing

Social distancing is being implemented in the workplace through the following controls: staggered shifts, maintaining six feet distance between employees, cubical barriers where six-foot separation was not possible, limiting access to areas and utilizing virtual meetings whenever possible.

The Public will be asked to respect and maintain social distance guidelines in common and office area. Best ways to do this are to do business on line if possible or call ahead and make an appointment to meet with county staff.

Housekeeping

Regular housekeeping practices are being implemented, including routine cleaning and disinfecting of work surfaces, equipment, tools and machinery, and areas in the work environment, including restrooms, break rooms, and meeting rooms. Frequent cleaning and disinfecting will be conducted in high-touch areas, such as phones, keyboards, touch screens, controls, door handles, elevator panels, railings, copy machines, etc.

- Public spaces are being cleaned and sanitized daily.
- Contact areas; handrails, door handles, elevator buttons, vending machines, etc. are being sanitized periodically throughout the day with bleach disinfectant.
- Sanitizing supplies have been made available to all departments for the cleaning of workspaces, counters and other contacts spaces.
- In the case of a known infection within the workspace, the affected areas will be closed, and the entire area will be disinfected by properly equipped personnel. Workers will be notified when it is safe to use the space again.

Communications and training

This Preparedness Plan has been reviewed by Norman County leadership and will be communicated to employees and the public through direct e-mail, the Norman County website, and posted copies throughout the workplace. Additional communication and training will be ongoing through posters, email communication, and the internal website. Department Heads and supervisors are to monitor how effective the program has been implemented by regular communication with staff.

Management and employees are to work through this new plan together. This Preparedness Plan will be updated as necessary.

Appendix A – Guidance for developing a COVID-19 Preparedness Plan

General

www.cdc.gov/coronavirus/2019-nCoV
www.health.state.mn.us/diseases/coronavirus
www.osha.gov
www.dli.mn.gov

Handwashing

www.cdc.gov/handwashing/when-how-handwashing.html
www.cdc.gov/handwashing
<https://youtu.be/d914EnpU4Fo>

Respiratory etiquette: Cover your cough or sneeze

www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html
www.health.state.mn.us/diseases/coronavirus/prevention.html
www.cdc.gov/healthywater/hygiene/etiquette/coughing_sneezing.html

Social distancing

www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html
www.health.state.mn.us/diseases/coronavirus/businesses.html

Housekeeping

www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html
www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html
www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2
www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html

Employees exhibiting signs and symptoms of COVID-19

www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html
www.health.state.mn.us/diseases/coronavirus/basics.html

Training

www.health.state.mn.us/diseases/coronavirus/about.pdf
www.cdc.gov/coronavirus/2019-ncov/community/guidance-small-business.html
www.osha.gov/Publications/OSHA3990.pdf